COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

Health Sciences

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for your proposed changes. You must submit to PP&R for approval. Strike out any text that you wish to have deleted from your written procedures, and underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College □ or Department □ procedures? (check one)

2. Date that current proposed changes were sent forward: November 7, 2011 *

3. Department or College initiating proposed changes: Health Sciences

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

   #1 move sections III.B.2.b and III.B.2.a switch sequence

   #2 Add clarification to new III.B.2.a by adding additional sentences

   #3 Add new examples as sections III.B.2.b viii and viii

5. The proposed changes have been approved by the faculty of the College □ or Department □ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Chair, Department Personnel Committee

Department Chair

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee

College Dean

Chair, Personnel Planning and Review Committee

Approval Date

Effective Date (see attached)

Date of Next Review

* An earlier proposed set of revisions dated Oct 27, 2011, are also attached.
DEPARTMENT OF HEALTH SCIENCES
PERSONNEL POLICIES & PROCEDURES
Revised May 2011
Revised December 2011

I. Required Statement of Procedures

A. Procedures for Class Visits
   1. Class visits (see Peer Review of Teaching Form). The Department Personnel Committee and Department Chair, in consultation with the candidates, will determine mutually agreeable dates for class visits. Two members of the Department Personnel Committee shall visit all faculty members under consideration for retention, tenure and promotion in their classes at least once. Additionally the Department of Health Sciences Chair will make one class visit.

   2. Candidates may request an additional visit by a member of the Department Personnel Committee or designee.

   3. Class visits shall begin during the first year of a tenure-track faculty appointment.

B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.
   1. The student evaluation of instruction instrument for either in-class evaluations or totally-online course evaluations adopted by the Department is to be administered for all probationary faculty in the fall and spring. Tenured faculty shall have at least 2 classes evaluated each year. Tenured faculty who elect to be evaluated in the spring semester will notify the department.

   2. Student evaluation of instruction summaries and comments are to be placed in each candidate’s Personnel Action File in addition to other sources of information pertaining to the candidate’s teaching effectiveness as allowed by Section 600.

   3. The department will administer the approved student evaluation of instruction instrument (Appendix A) for totally online coursework through an electronic medium which will maintain student anonymity. Summaries will be distributed to faculty in the same manner as in class evaluations.
II. Procedures for providing students the opportunity for consultation.

A. Notices are posted on all Department bulletin boards, the Department’s Web page, in classrooms and by other appropriate methods of communication, advising students of the day, the hour and the location that they may consult with the Department Personnel Committee about faculty members being considered in the retention, promotion, and tenure process.

B. Students are encouraged to make an appointment with the Department Personnel Committee Chair as described in posted announcements.

C. Student consultations with members of the Department Personnel Committee may be conducted at a location other than the department complex.

D. Written and oral statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

E. Faculty members have the right to review and respond to written statements in accordance with Section 600 of the Administrative Manual.

III. Additional Department Procedures

A. Other sources of faculty evaluation:
   1. Course outlines, exams, and reading lists are required elements of the candidates PIF. If such material is not included in the PIF the Chair or Department Personnel Committee shall request it.
   2. The Department Personnel Committee will solicit input of Program Directors and other faculty members for consideration in accordance with the provisions of Section 600 of the Administrative Manual.

B. Contributions to the Field of Study
   1. Publication and Equivalency Requirements
      The following shall be acceptable evidence of publication:
      a. Articles published in refereed professional or other scholarly journals, or a letter of acceptance from a scholarly journal with a draft of the submitted article.
      b. Published scholarly books or equivalencies that have not been self-published.
      c. In items listed above a dual-author shall receive the same credit for an item as does a single author. In the case of three or more authors, the Personnel Committee shall require supporting documentation and verification letters to seek information from the faculty under review and the other authors to determine appropriate author credit.
2. Equivalencies to Publication
   a. For purposes of determining “Equivalency to Publication,”
      determination of equivalencies requires peer review and peer
      review shall be consistent with the following guidelines.
      Substantial contribution by the author to the equivalencies is
      required. If more than one contributor, contribution must be
      documented.
      i. The term “peer” refers to individuals outside of CSUN who
         have demonstrated competency in the subject area of the
         material to be reviewed.
      ii. Peer Review of equivalencies will use the following:
          (1) A three-person external peer review team will be jointly
              selected by the candidate and the Department Personnel
              Committee.
          (2.) One reviewer will be chosen by the candidate, one by the
              Department Personnel Committee and one jointly selected.
          (3.) If the candidate and the Department Personnel committee
              cannot agree on a third member, the Department Chair will
              make the final decision on the third member of the peer review
              committee.
   b. Examples of equivalency to scholarly publications:
      i. International, national or state association position
         statements or papers when officially accepted and
         published by an international, national or state
         professional organization.
      ii. Chapters in published books or monographs that have not
          been self-published.
      iii. Anthologies and professional study reports, when they are
          published.
      iv. Media presentations accepted for education/commercial use
          (e.g., videotapes, CD-ROM, TV material) when subjected to
          external peer review.
      v. Instruction manuals designed to complement a text and
         when accepted for publication and subjected to external
         peer review.
      vi. Equipment items, or programs created and accepted for
          commercial use and subject to external peer review. (Historically
          these items have included video tapes on Public Health programs
          and textbooks on environmental health topics used by Health
          Departments.)
      vii. External grant submitted and approved for funding and subject
           to external peer review
      viii. Principal author to an accreditation or certification self-study and
           subject to external peer review
3. Publication requirement for promotion to Professor
Consideration for advancement to the rank of Professor requires a pattern of
scholarly activity since the last promotion that includes at least two
publications or equivalencies to publication.

C. Clarification of Terms
1. Reviews of books and monographs, and editorial service for a
professional/scholarly journal are not considered as publications or
equivalencies to publication. These activities should be listed under
professional contributions.

2. A pattern of scholarly activity that includes publication or
equivalencies, as defined in above and in Section 600 of the
Administrative Manual, is required for advancement to the rank of
Associate Professor. This pattern of scholarly activity refers to
publication or equivalencies since appointment to the rank of Assistant
Professor.

3. A pattern of scholarly activity that includes a dissemination of
professional information through presentations and professional
communications will be considered in accordance with Section 600.

4. Substantive revisions of previously published materials may be counted
with appropriate documentation. Substantive changes to a previous
publication means that at least 50% of the document has been revised
by the candidate.

D. Additional promotion criteria “Service to the University”
1. Clarification of the term "Community Service.” Community Service
involves contributions of unpaid "services" to community agencies and
professional organizations, which draw upon the academic expertise and
professional competence of the candidate.

2. Clarification of the Term "Effective Participation". Effective Participation
should be documented by the candidate to reflect elements such as: the
nature of the committee assignment, the expenditure of time, the nature of
the contribution made by the candidate and the significance of this
involvement as it contributes to the good of the university.

IV. Membership & Election of Department Committees

A. The Department Personnel Committee shall consist of a three-person committee
containing a minimum of two Full Professors elected by all department tenured and
tenure-track faculty with a ballot which contains all eligible tenured Associate and
Full Professors. The previous year’s Department Personnel Committee will count the
ballots. The highest scores in each rank will determine the Department Personnel
Committee.
B. The Professional Leave Committee shall be elected separately and shall consist of a three-person committee elected by all department tenured and tenure-track faculty with a ballot which contains all eligible tenured Associate Professors and Professors. The Department Personnel Committee will count the ballots. The three highest scores will determine the Department Sabbatical Committee. Faculty may be members of both the Personnel and the Sabbatical committees if so elected by faculty.

V. Miscellaneous Policies and Procedures

A. The focus of the Department Personnel Committee will be one of mentoring by senior faculty up until the PIFs are submitted at which time a peer review evaluation will be the focus. This mentoring will include but not be limited to the development of the faculty's PIF (Professional Information File), classroom visit review, selection of pertinent materials for review and general information about the process of peer review.
COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES
RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS

HHD COLLEGE  HSCI DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness, please adhere to the format described below. Attach this memo as a cover sheet for any written material you submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section 612.5.2.c.(2)(b) of the Administrative Manual.

BACKGROUND INFORMATION:

1. The submitted policies are those of the College □ or the Department X (check one)
2. Is the Department/College proposing changes to the current policies related to student evaluations of teaching effectiveness? Yes X No □
   2A. If not, simply state, “The Department will follow its current procedures related to student evaluations of teaching effectiveness.”
   2B. If you are changing your current policy, state the proposed new policy in the space provided. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures. If you wish to follow Section 600, you may simply state, “The Department/College will follow Section 600 policies related to student evaluations of teaching effectiveness.”

Attach extra pages if needed.

Revision to Section B Procedures for collecting, processing, and interpreting written student evaluations for teaching effectiveness Section 1.

1. The student evaluation of instruction instrument for either in-class evaluations or totally-online course evaluations adopted by the Department is to be administered for all probationary faculty in the fall and spring. Probationary faculty shall have at least 2 classes evaluated each semester. Tenured faculty shall have at least 2 classes evaluated each year. Tenured faculty who elect to be evaluated in the spring semester will notify the department.

3. If there are changes, the proposed changes have been approved by the faculty of the College □ Department X (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Brian Malec

Chair, Department Personnel Committee

12-4-12

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Dawn Murdock

Chair, College Personnel Committee

12-4-12

College Dean

12-4-12

Chair, Personnel Planning and Review Committee

12-20-12

RECEIVED

DEC 04 2012

Calif State University Northridge
Office of Faculty Affairs